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History

13 May 1964

MEMORANDUM FOR: All Division and Staff Chiefs

SUBJECT: Clandestine Services Support of the Office of Training

1. During a recent staff meeting, Mr. Helms announced his intention to provide increased support to the Office of Training. It was pointed out that such investment is in the best interests of the Clandestine Services and that the return from this investment will be in direct proportion to the quality of that support.

2. In order that all components may have a clear understanding of the intent and extent of this effort, and their respective responsibilities in it, the following guide lines have been adopted:

a. Senior Clandestine Services officers have been and will, in the future, be assigned to OTR for a tour of duty.

b. The tour of duty will normally be two years in duration.

c. The Divisions and Staffs will from time to time be requested to nominate officers of specified grade and experience for assignment to OTR. The Division or Staff will be required to plan in advance the next assignment of these officers upon completion of their tour with OTR.

d. Approximately five GS-13/14 officers from the CS will be assigned to the OTR each year for instructor duties as part of the career development of these officers. Planning for the next assignment of these officers will be in accordance with paragraph c. above.

e. The functional Staffs will continue to be responsible for monitoring courses or blocks of instruction concerning their functional specialty. This will include sponsorship, provision of appropriate case material and support in the presentation of such material.

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